

AMERICAN EMBASSY WINDHOEK VACANCY ANNOUNCEMENT

2015/ 21

July 24, 2015

OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Households (MOH)-All Agencies

POSITION: Security Coordinator, FSN-06; FP-08

OPENING DATE: July 24, 2015

CLOSING DATE: August 7, 2015

WORK HOURS: Full-Time: 40 hours/week

SALARY: *Ordinarily Resident (OR): N\$ 212,142 pa (Position grade: FSN-06)

*Not-Ordinarily Resident (NOR): Position grade: FP-08 (Final grade will be determined by the appropriate Washington or U.S. Headquarters Office).

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Windhoek is seeking an individual for the full-time position of Security Coordinator in the Regional Security Office section.

BASIC FUNCTIONS OF THE POSITION

This position is responsible for the coordination of all the Embassy's security activities, and maintaining the security incident database, to include the analysis of information obtained by the members of the guard staff.

Supervises and coordinates the operational planning and deployment of the guard staff as directed by the Regional Security Office or Assistant Regional Security Officer (RSO/ARSO).

Supervises and coordinates and plans training. Schedules and coordinates the mission planning and daily patrol areas for the security team as directed.

Ensures that security incident reports are documented and entered into the security incident database daily.

Ensures the RSO/ARSO receives a daily briefing on operations and incidents/sightings. Assist the RSO/ARSO with the team administration and logistical support requirements.

Review the submitted reports to ensure completeness and accuracy and if necessary question security team members to ensure validity. Assists RSO/ARSO in any personnel actions deemed necessary.

Serve as backup RSC in RSC's absence.

Perform on site guidance, liaison and supervision to security team, often in an outdoor environment.

Serves as first responder in emergency situations, including situations where the threat of criminal violence may still exist. Serve as WMD coordinator.

Keeps DS Geospatial information updated on share drive and includes information on new residences in a timely manner.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Completion of secondary school is required
2. Level 3 knowledge, written and spoken of the English language is required.
3. Two years' experience with surveillance detection or related experience, previous military security or police experience is required.
4. Incumbent will receive 40 hours of intensive training and 3 months of on the job training. Candidate will be required to spend at least 40 hours of self-study through manuals that will be given to him or her.
5. A valid driver's license is required. Incumbent should be able to use surveillance equipment to include, digital cameras and basic computer skills. Must be willing to work independently and adapt to the changing circumstances without requesting guidance. Previous skills in managing personnel is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested candidates for this position should submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) which is available at <http://windhoek.usembassy.gov/about-us/job-opportunities.html>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

HROWindhoek@state.gov

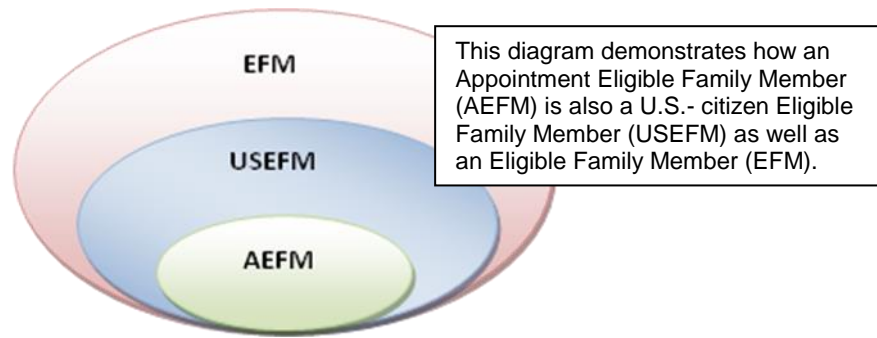
Subject: RSO - Security Coordinator

CLOSING DATE FOR THIS POSITION: August 07, 2015

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A - DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a U.S. citizen; and*
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - *Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and*

- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).